

How-To Guide for Complying with International Travel Regulations

This document outlines your responsibilities in a proposed future FAS Travel Regulatory Compliance review process in which you DO NOT need to submit any paper justifications for Non-Contract and/or Foreign Flag carriers or hard copies of signed travel authorizations and itineraries. Please follow these detailed instructions carefully.

A. Complying with Non-Contract and Foreign Flag Carrier Rules:

1. Complete the trip itinerary and travel authorization in GovTrip in the similar fashion you currently use, there will only be a few additions to this step – but they are electronic and do not require paper justifications.
2. Once you have created the trip and entered the trip details, including the trip information, departure dates, TDY locations, and traveler information, make the following additions **ONLY** if your trip has Non-Contract and/or Foreign Flag Carriers involved. The following steps should be completed when you are ready to sign and submit your document.

If you have a Non-Contract Carrier, you MUST use the following steps:

1. Prior to submitting your GovTrip travel authorization document, if you have a Non-Contract Restriction the system will direct you to the “Pre Audit” page. See page 54 of the Federal Travel Regulations for allowed exceptions for using contract carrier city pair flights (Section 301-10.107):
http://www.gsa.gov/graphics/ogp/FTR_entire.pdf
2. Click next. Once you have done so you will see a menu pop up requiring you to select the correct justification code. Select the most appropriate justification according to your itinerary/reasoning. You must select one of these code; please refer to Exhibit A.

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Exhibit A

The screenshot shows the GovTrip Travel System interface in a Windows Internet Explorer browser. The page title is "GovTrip Travel System - Welcome to GovTrip - Windows Internet Explorer provided by Foreign Ag...". The URL is "https://etsproweb2.govtrip.com/cgi-bin/wspd.cgi?WSservice=dts_PROD51_ws_d/nu-start-ej-fs.w". The user is logged in as ANGELA S BARNETT, and the document name is ABBEIJINGCHN030910_A01. The document type is Authorization, and the screen ID is 1108.1. The TA number is OPL3HY.

The main content area is titled "Reason Codes" and contains a list of Pre-Audit Reason Codes for NON-CONTRACT FARE. A callout box with the text "Select the most appropriate code." points to the list of codes.

Select	Reason Code & Description
<input type="checkbox"/>	C0 - Contract Fare not available: Contract Fare does not exist.
<input type="checkbox"/>	C1 - Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging cost which would increase the total cost of the trip.
<input type="checkbox"/>	C2 - The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies where applicable to schedule travel during normal working hours.
<input type="checkbox"/>	C3 - A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, YDG and similar fares.
<input type="checkbox"/>	C4 - Rail service available and cost effective.
<input type="checkbox"/>	C5 - Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler
<input type="checkbox"/>	C6 - Contract Fare not available: Contract Fare sold out or time of flight does not meet the mission.

3. Since we are eliminating the Non-Contract Justification paper form, you need to provide further information in GovTrip:
 - a. Click on the Digital Signature Tab.
 - b. In the Additional Remarks field you will need to add a justification (Exhibit B).

This is where you will provide the International Travel Section (ITS) with valid reasoning for why are you replacing the Contracted Carrier.

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Exhibit B

GovTrip Travel System - Welcome to GovTrip - Windows Internet Explorer provided by Foreign Ag...

https://etsproweb2.govtrip.com/cgi-bin/wspd.cgi.sh/WService=dts_PROD51_ws_d/nu-start-ej-fs.w

File Edit View Favorites Tools Help

Links Agriculture Travel Regulation Customize Links Free Hotmail Windows Windows Marketplace Windows Media

Logged in as: ANGELA S BARNETT Document Name: ABBEIJINGCHN030910_A01 Screen ID: 1059.1 (Help for this screen) Close Window
Traveler Name: ANGELA S BARNETT Document Type: Authorization TA Number: 0PL3HY Return to Document List

GovTrip TRAVEL TO GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review / Sign

Preview Pre-Audit Other Auths Digital Signature Trip Compare

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as: SIGNED

Additional Remarks: eshales wa...
S
d
n
e

* Advance Ticketing Date: 03/04/2010
(mm/dd/yyyy): Advance Ticketing Date will not be applied until approval

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	BARNETT, ANGELA S.	0

The justification you enter into this field **must** include the following information:

- The contract flights (one-way or round trip) that you are supposed to be on, including the 1) carrier name, 2) flight number(s), 3) departure and/or return date, 4) departure/arrival city, and 5) time(s).
- Valid detailed reason as to why are you replacing the flight. Reason should be brief yet thorough.

Example: American Airlines, # 785, departing from DCA to Mexico City at 2:00 PM July 3rd, 2009 arriving at 6PM, will not get me to my 4 PM meeting with the Administrator of Agriculture in Mexico.

- Review and validate whether you have provided enough reasoning. If your travel does not include a Foreign Flag carrier, then click the “submit completed document” box.

- ITS will then receive this travel authorization as a “conditional approver” prior to it going to the traveler’s approving officials for review and approval. If ITS finds other

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contract flight options, or does not find your justification to be sufficient, they will RETURN your travel request/documents. They will provide you with directions either asking you to redo your justification (give more information) or to change your flight(s).

If you require a Foreign Flag Carrier, you MUST use the following steps:

5. First – ensure that you are allowed to use a Foreign Flag carrier for your situation – review the exceptions on page 57 of the Federal Travel Regulations (Section 301-10.136): http://www.gsa.gov/graphics/ogp/FTR_entire.pdf . Examples are also provided on page 6.
6. Prior to submitting your GovTrip travel authorization document, if you have a Foreign Flag Restriction the system will direct you to the “Pre Audit” page (see Exhibit C below).
7. Since we are eliminating the Foreign Flag paper form, you now MUST provide a justification in the “Justification to Approving Official” field (see Exhibit C on the next page). This justification **MUST** include the following information:
 - a. State the following in the text box: “The [insert foreign flag carrier name and flight number] is between [insert departure city] and [insert arrival city], en route from [insert originating city] to [final destination city] on [insert date].”
Example: “The Air France Flight 815 is between Paris and Cairo en route from Washington DC to Cairo on July 3rd, 2009.”
 - b. Valid reason as to why you are using a Foreign Flag carrier instead of an American carrier, if one exists (e.g. On my trip from the United States to Zambia, I must use a foreign flag carrier for my connection from Paris to Zambia as there are no American carrier’s).
8. GovTrip also marks Foreign Flag Restrictions as Non-Contract as well, click on the “Reason Codes” link and select a code so that you can proceed with the GovTrip process (if another leg of your flight is also Non-Contract but not a Foreign Flag, then you still must provide the justification for the Non-Contract carrier restriction. See #3 above).

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Exhibit C

GovTrip Travel System - Welcome to GovTrip - Windows Internet Explorer provided by Foreign Ag...

https://etsproweb2.govtrip.com/cgi-bin/wspd.cgi.sh/WService=dtis_PROD51_ws_d/nu-start-ej-fs.w

File Edit View Favorites Tools Help

Links Agriculture Travel Regulation Customize Links Free Hotmail Windows Windows Marketplace Windows Media

Logged In as: ANGELA S BARNETT Document Name: AB8EIJINGCHN030910_A01 Screen ID: 1043.1 (Help for this screen) Close Window
Traveler Name: ANGELA S BARNETT Document Type: Authorization TA Number: OPL3HY Return to Document List

GovTrip
TRAVEL FOR GOVERNMENT

Itinerary Travel Expenses Accounting Additional Options Review / Sign

Preview Pre-Audit Other Auths: Digital Signature Trip Compare

Pre-Audit Trip

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Save and Proceed To Digital Signature."

5 items have been flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official
1.	FLY AMERICA ACT VIOL	Non-Domestic Airline Used Between U.S. and Foreign Location.	
2.	NON-CONTRACT FARE	Non-Contract Fare Used for Segment 1.	> Reason Codes
3.	NON-CONTRACT FARE	Non-Contract Fare Used for Segment 2.	> Reason Codes

Done

start 2 Micro... 2 Inter... My Docu... noncontr... Internet 100% 3:56 PM

Type your foreign flag justification here.

Select a reason code.

9. When you are finished click the "Submit Completed Document" box on the Digital Signature page.
10. ITS will review this information in their compliance review process. If they find other flight options that allow for a Contract and/or American carrier, or do not find your justification to be sufficient, they will return your document. They will provide you with directions either asking you to redo your justification (give more information) or to change your flight(s).

B. Complying by having an Itinerary that is Authorized, Approved and Signed:

1. You do not need to show a hard copy signed travel authorization to ITS when picking up the passport. ***You must however make sure the travel authorization has been electronically approved within GovTrip no later than 3 days prior to picking up the passport/departure date.***
2. ITS will log into GovTrip and review the approving official field to ensure your travel request has been approved by your superiors. They will only release the passport when they see the electronic approval.
3. You do not need to show a hard copy of the itinerary of travel plans when picking up passports. ***You must however make sure that the itinerary complies with the***

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authorized travel (e.g. the destinations in the itinerary match those on the authorization travel).

4. ITS will log into VirtuallyThere.com and review your itinerary. They will validate that your Virtually There itinerary matches your travel authorization and itinerary in GovTrip. They will not release your passport if there are any discrepancies.
5. **IMPORTANT NOTE: If you use a different email address than the traveler's when booking the travel, you must provide ITS with the email address so they can access the itinerary in Virtually There.**
6. Although ITS is NOT reviewing a hard copy signed travel authorization, **you MUST ensure the traveler has a signed hardcopy with him/her when they depart for their trip and remind him/her to always carry it.** Embassies require this documentation in certain countries, also if the traveler needs to rent a car, needs medical attention, changes their travel itinerary, etc., they must show this document to officials abroad.

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Justification Examples (for a list of all exceptions please check the FTR's page 50-60):

Foreign Flag Justification Examples

Taking a American carrier requires me to have two additional stops overseas; therefore I am taking a Foreign Flag carrier to avoid multiple layovers. (From US to Zambia, I must stop at London and Paris on the American Carrier, where I can only stop in Rome if I take the Foreign Flag)

The layover on the American carrier is too long (four or more hours internationally), I am therefore requesting to take a Non-Contract or Foreign Flag carrier. (I have a seven hour layover in Paris on my route to Zambia, if I stop in Rome, I'd only have a two hour layover).

There are no American Carrier's between my destinations (or in route from my destination) therefore I must take a Foreign Flag carrier flight to reach my destination. (On my trip to Zambia, there are no American carriers that operate from Europe. Therefore I am taking a Foreign Flag to get to my final destination on July 3rd, 2009).

Non-Contract Justification

I must take the Non-Contract carrier in order to reach my destination in time for a meeting/conference/event/etc. (Taking the Non-Contract Carrier to Brazil allows me to meet with the Secretary of Agriculture at our meeting time at 2 pm on July 3rd, 2009 to discuss the effects of the H1N1 Virus).

The Departure/Arrival time is too early or too late and requires me to be at the airport at an unreasonable time on the Contracted Carrier. (The only Contracted flight departs at 6:00 AM, I am taking a Non-Contract at 10 AM which is well within my work hours).

There is no space on the Contract Carrier in time to reach my meeting; therefore I must take the Non-Contract Option. (The Contract Carrier is full; I must take the Non-Contract flight in order to reach my destination in time for a conference on July 3rd).